

Safety Attribute Inspection (SAI) Data Collection Tool
4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide a sufficient number of qualified individuals to staff the Aircrew Designated Examiner (ADE) Program.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's Aircrew Designated Examiner (ADE) Program meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Aircrew Designated Examiner (ADE) Program incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Aircrew Designated Examiner (ADE) Program.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.413(a)(2)
 - 183.1
 - 183.13(b)
 - 183.15(d)
 - 183.15(d)(1)
 - 183.15(d)(2)
 - 183.15(d)(3)
 - 183.15(d)(4)
 - 183.15(d)(5)
 - 183.15(d)(6)
 - 183.17

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8400.10, Volume 5, Chapter 5
FAA Order 8400.10, Volume 5, Chapter 6

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Aircrew Designated Examiner (ADE) Program.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Aircrew Designated Examiner (ADE) Program.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for an Aircrew Designated Examiner (ADE) Program:
 - 1.1 Does the Certificate Holder's manual contain general policies for the ADE Program that comply with the specific regulatory requirements?
SRRs: 121.135(b)(1); 121.413(a)(2); 183.1; 183.13(b); 183.17; 183.15(d) ☐ Yes
☐ No, Explain
 - 1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?
SRRs: 121.135(b)(3) ☐ Yes
☐ No, Explain
 - 1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the ADE Program?
SRRs: 121.135(b)(2) ☐ Yes
☐ No, Explain
 - 1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the ADE Program?
SRRs: 121.135(a)(1); 183.1 ☐ Yes
☐ No, Explain

Related Design JTI's:

 1. Check that the Certificate Holder's manual includes instructions and information describing the requirements for designating private persons to act as representatives of the Administrator in examining and testing persons for the purpose of issuing airman certificates.
Sources: 121.135(a)(1); 183.1
 2. Check that the Certificate Holder's manual includes instructions and information that each designated examiner shall have a Certificate of

<p>Authority specifying an expiration date. <i>Sources:</i> 121.135(a)(1); 183.13(b) <i>Interfaces:</i> 4.2.9–op</p> <p>3. Check that the Certificate Holder's manual includes instructions and information that each designated examiner shall have a Certificate of Designation specifying the kinds of designation for which the person is qualified. <i>Sources:</i> 121.135(a)(1); 183.13(b) <i>Interfaces:</i> 4.2.9–op; 4.3.2–op</p> <p>4. Check that the Certificate Holder's manual includes instructions and information that each designated examiner Certificate of Authority shall have an expiration date one year after the date it is issued. <i>Sources:</i> 121.135(a)(1)</p> <p>5. Check that the Certificate Holder's manual includes instructions and information that each renewed designated examiner Certificate of Authority shall have an expiration date one year after the date it is issued. <i>Sources:</i> 121.135(a)(1)</p> <p>6. Check that the Certificate Holder's manual includes instructions and information that each designated examiner serving under this part shall make such reports as are prescribed by the Administrator. <i>Sources:</i> 121.135(a)(1); 183.17 <i>Interfaces:</i> 4.2.9–op; 4.3.3–op</p>	
<p>1.5 Does the Certificate Holder's manual specify that a designation made under Subpart B of 14 CFR Part 183 terminates as follows:</p>	
<p>1.5.1 Upon the written request of the representative? <i>SRRs:</i> 183.15(d)(1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5.2 Upon the written request of the employer in any case in which the recommendation of the employer is required for the designation? <i>SRRs:</i> 183.15(d)(2)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5.3 Upon the representative being separated from the employment of the employer who recommended him/her for certification? <i>SRRs:</i> 183.15(d)(3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5.4 Upon a finding by the Administrator that the representative has not properly performed his/her duties under the designation? <i>SRRs:</i> 183.15(d)(4)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5.5 Upon the assistance of the representative being no longer needed by the Administrator? <i>SRRs:</i> 183.15(d)(5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5.6 For any reason the Administrator considers appropriate? <i>SRRs:</i> 183.15(d)(6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.6 Does the ADE Program for the Certificate Holder comply with the guidance contained in FAA Order 8400.10? <i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be qualified as check airmen for that air carrier prior to being authorized as a designated examiner.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

- Sources:* 8400.10 Volume 5, Chapter 5, Section 1. 353., A.
Interfaces: 4.2.9-op; 4.2.7-op; 4.3.2-op; 4.3.3-op
2. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on relationships that exist in an ADE program.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 475., A.
Interfaces: 4.3.3-op; 4.3.2-op; 4.2.7-op; 4.2.3-op; 4.2.9-op
 3. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate shall observe an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.3-op; 4.2.7-op; 4.3.2-op; 4.3.3-op; 4.2.9-op
 4. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (aircraft) candidate shall observe an aircraft certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.3.3-op; 4.2.7-op; 4.2.3-op; 4.3.2-op; 4.2.9-op
 5. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (simulator) candidate shall observe a simulator certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.3.3-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.2.3-op
 6. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate shall be observed conducting an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.3.2-op; 4.2.9-op; 4.2.7-op; 4.2.3-op; 4.3.3-op
 7. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (aircraft) candidate shall be observed conducting an aircraft certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.3-op; 4.2.7-op; 4.3.2-op; 4.3.3-op; 4.2.9-op
 8. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (simulator) candidate shall be observed conducting a simulator certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.3.3-op; 4.2.7-op; 4.3.2-op; 4.2.3-op; 4.2.9-op
 9. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct certification tests after the designation expires.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.3-op; 4.3.2-op; 4.2.9-op; 4.2.7-op; 4.3.3-op
 10. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner must be observed conducting a complete certification at least once within the year preceding renewal of a designation.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 483., C.
Interfaces: 4.3.3-op; 4.2.9-op; 4.2.3-op; 4.3.2-op; 4.2.7-op

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- Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee should be observed within the 120 day period before the current designation expires.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 483., C.
Interfaces: 4.2.7-op; 4.3.2-op; 4.2.3-op; 4.2.9-op; 4.3.3-op
12. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee is restricted to examining only those applicants employed by their operator.
Sources: 8400.10 Volume 5, Chapter 5, 353., A.
Interfaces: 4.2.7-op; 4.3.2-op; 4.2.9-op; 4.3.3-op
 13. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee shall forward all airman certification paperwork to the responsible CHDO.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 487.
Interfaces: 4.3.3-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.2.3-op
 14. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must complete the airman certification paperwork in accordance with the requirements of FAA Order 8400.10.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 487., A.
Interfaces: 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.2.3-op; 4.3.3-op
 15. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the certification of flight engineers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.3.3-op; 4.2.9-op; 4.3.2-op; 4.2.7-op
 16. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to one aircraft type.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.3.2-op; 4.2.9-op; 4.2.7-op; 4.3.3-op
 17. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee is restricted to examining only those applicants trained under their air carrier's approved training program.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 353., A.
Interfaces: 4.3.3-op; 4.2.9-op; 4.3.2-op; 4.2.7-op
 18. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee shall be trained in the Aircrew Designated Examiner program associated with the air carrier's own program of airman qualification using its own flight simulators.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 355., C. (1)
Interfaces: 4.2.8-aw; 4.3.3-op; 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.2.8-op
 19. Check that the Certificate Holder's instructions and information indicate that each designated examiner is authorized to conduct only those airman certification activities approved by the FAA.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.

- Interfaces:* 4.3.2–op; 4.2.9–op; 4.2.7–op; 4.3.3–op
20. Check that the Certificate Holder's instructions and information indicate that each designated examiner may conduct only those tests indicated on the examiner's Certificate of Authority.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.
Interfaces: 4.2.9–op; 4.2.7–op; 4.3.3–op; 4.3.2–op
21. Check that the Certificate Holder's instructions and information indicate that each designated examiner may conduct only those tests indicated on the examiner's Letter of Authority.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.
Interfaces: 4.3.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op
22. Check that the Certificate Holder's instructions and information indicate that a designated examiner may not conduct a test for a certificate or rating that the designated examiner does not hold.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.
Interfaces: 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.3.3–op
23. Check that the Certificate Holder's instructions and information indicate that a designated examiner may not conduct a test for a certificate or rating of any applicant whom the designated examiner has instructed in preparation for that certificate or rating.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.
Interfaces: 4.3.3–op; 4.3.2–op; 4.2.9–op; 4.2.7–op
24. Check that the Certificate Holder's instructions and information indicate that each designated examiner must represent the Administrator in a manner, which credits the FAA.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op
25. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8710–6, "Examiner Designation/Qualification Record."
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., D.
Interfaces: 4.3.2–op; 4.2.9–op; 4.2.7–op; 4.3.3–op
26. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8000–5, "Certificate of Designation."
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., D.
Interfaces: 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.3.3–op
27. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8430–9, "Certificate of Authority."
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 357., D.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.7–op; 4.3.2–op
28. Check that the Certificate Holder's instructions and information indicate that at least one year of operating experience with an approved 14 CFR Part 121, Appendix H advanced simulator training program, or the equivalent, is required in order to qualify for an aircrew designated examiner program.
Sources: 8400.10 Volume 5, Chapter 6, Section 1. 419.
Interfaces: 4.2.9–op; 4.3.2–op; 4.2.8–op; 4.2.7–op; 4.2.8–aw; 4.3.3–op

29. Check that the Certificate Holder's instructions and information indicate that an air carrier must have an acceptable history of compliance with Federal Aviation Regulations in order to qualify for an aircrew designated examiner program.
Sources: 8400.10 Volume 5, Chapter 6, Section 1. 419.
Interfaces: 4.2.7–op; 4.3.2–op; 4.3.3–op; 4.2.9–op
30. Check that the Certificate Holder's instructions and information indicate that an air carrier must have an acceptable history of safe operating practices in order to qualify for an aircrew designated examiner program.
Sources: 8400.10 Volume 5, Chapter 6, Section 1. 419.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.7–op; 4.3.2–op
31. Check that the Certificate Holder's instructions and information indicate that an air carrier must commit to entering into a Memorandum of Understanding (MOU) agreement between the operator and the FAA in order to qualify for an aircrew designated examiner program.
Sources: 8400.10 Volume 5, Chapter 6, Section 1. 419.
Interfaces: 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.3.3–op
32. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the privileges of that person's airman certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.3.3–op; 4.3.2–op; 4.2.9–op; 4.2.7–op
33. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the conditions stated on that person's Letter of Authority.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 471.
Interfaces: 4.3.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op
34. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the certification of pilots.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 471.
Interfaces: 4.3.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op
35. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to one aircraft type.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.3.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op
36. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee is only authorized to perform airman certification for airmen trained under the air carrier's FAA approved training program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., A.
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.3–op; 4.2.9–op; 4.3.3–op
37. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee who has instructed a student during the latter half of the candidate's training, or

- recommended the applicant shall not evaluate that person except as approved by the POI on an individual basis.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(1)
Interfaces: 4.2.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.3.3–op
38. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct FAA knowledge tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.3–op; 4.3.2–op
39. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct special medical evaluations.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.3–op; 4.3.2–op
40. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct tests for waivers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.3–op; 4.3.2–op
41. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct a competency test under USC 44709.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.2–op; 4.3.3–op
42. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be employed by the operator either full–time, part–time, or under contract to the operator.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.2–op; 4.2.3–op; 4.2.9–op; 4.2.7–op; 4.3.3–op
43. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess the appropriate airman certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.3.3–op
44. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be an FAA certificated flight engineer.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.3.3–op
45. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess the appropriate type rating, as applicable.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.3.2–op; 4.2.7–op; 4.2.9–op; 4.2.3–op
46. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be an FAA–approved simulator proficiency check airman in the type aircraft the examiner is to perform examiner duties.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.

- Interfaces:* 4.2.9–op; 4.3.2–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.3–op; 4.2.8–aw
47. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be an FAA approved line check airman—all seats and proficiency check airman—airplane if the candidate is to perform examiner duties in an aircraft.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.2.3–op; 4.3.3–op
48. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate should have served as a check airman for a minimum of 1 year (preferably 6 months as a proficiency check airman).
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.3.2–op; 4.2.7–op; 4.2.9–op; 4.2.3–op
49. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess above average knowledge, ability, and experience.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.2.3–op; 4.3.3–op
50. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must have a good record of compliance with 14 CFR.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.3–op; 4.2.7–op; 4.3.2–op; 4.3.3–op; 4.2.9–op
51. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on knowledge requirements for the original issuance of ATP certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op
52. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on ability requirements for the original issuance of ATP certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.2–op; 4.2.9–op; 4.2.7–op; 4.2.3–op; 4.3.3–op
53. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on skill requirements for the original issuance of certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.3.3–op
54. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the procedures associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.3–op; 4.2.9–op; 4.2.7–op; 4.3.2–op
- 55.

- Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the methods associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3-op; 4.3.2-op; 4.2.7-op; 4.2.3-op; 4.2.9-op
56. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the techniques associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3-op; 4.3.2-op; 4.2.3-op; 4.2.7-op; 4.2.9-op
57. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner responsibilities.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.3-op; 4.2.7-op; 4.3.2-op; 4.2.9-op; 4.3.3-op
58. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner authority.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3-op; 4.2.3-op; 4.2.9-op; 4.3.2-op; 4.2.7-op
59. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner limitations under 14 CFR and FAA Order 8400.10.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.7-op; 4.3.2-op; 4.2.9-op; 4.2.3-op; 4.3.3-op
60. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the use of FAA forms associated with the particular examiner function.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3-op; 4.2.7-op; 4.3.2-op; 4.2.9-op; 4.2.3-op
61. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the use of job aids associated with the particular examiner function.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.2.3-op; 4.3.3-op
62. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on administrative procedures.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.2-op; 4.2.3-op; 4.2.7-op; 4.2.9-op; 4.3.3-op
63. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on relationships that exist in an ADE program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.

- Interfaces:* 4.2.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.3.3–op
64. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate shall observe an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.3–op; 4.2.9–op; 4.3.2–op; 4.3.3–op; 4.2.7–op
65. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (aircraft) candidate shall observe an aircraft certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.3.3–op; 4.2.7–op; 4.3.2–op; 4.2.3–op; 4.2.9–op
66. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (simulator) candidate shall observe a simulator certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.2.3–op; 4.3.3–op; 4.2.8–aw
67. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate shall be observed conducting an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.3–op; 4.3.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op
68. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (aircraft) candidate shall be observed conducting an aircraft certification test.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 475., B.
Interfaces: 4.2.9–op; 4.2.7–op; 4.2.3–op; 4.3.3–op; 4.3.2–op
69. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (simulator) candidate shall be observed conducting a simulator certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
Interfaces: 4.2.8–op; 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.3.3–op; 4.2.8–aw
70. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct certification tests after such designation expires.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.2.3–op
71. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be observed conducting a complete certification at least once within the year preceding renewal of a designation.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 483., C.
Interfaces: 4.2.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.3.3–op
72. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee should be observed within the 120 day period before the current designation expires.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 483., C.
Interfaces: 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.2.3–op; 4.3.3–op
- 73.

- Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee shall forward all airman certification paperwork to the responsible CHDO for review
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 487.
Interfaces: 4.3.3-op; 4.2.9-op; 4.2.3-op; 4.3.2-op; 4.2.7-op
74. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must complete the airman certification paperwork in accordance with the requirements of FAA Order 8400.10.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 487., A.
Interfaces: 4.2.7-op; 4.3.2-op; 4.2.9-op; 4.2.3-op; 4.3.3-op
75. Check that the Certificate Holder's instructions and information indicate that each designated examiner serving under this part shall apply standards approved by the POI for the operator when conducting certification tests.
Sources: 8400.10 Volume 5, Chapter 1, Section 2.
Interfaces: 4.3.2-op; 4.2.9-op; 4.3.3-op
76. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the privileges of that person's airman certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.3.3-op; 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.2.3-op
77. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the conditions stated on that person's Letter of Authority.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.2.8-aw; 4.3.3-op; 4.2.8-op; 4.3.2-op; 4.2.7-op; 4.2.9-op; 4.2.3-op
78. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the certification of flight engineers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.2.7-op; 4.2.3-op; 4.3.2-op; 4.2.9-op; 4.2.8-op; 4.2.8-aw; 4.3.3-op
79. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to one aircraft type.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
Interfaces: 4.2.9-op; 4.3.2-op; 4.2.7-op; 4.2.3-op; 4.3.3-op
80. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner is only authorized to perform airman certification for airmen trained under the air carrier's FAA approved training program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., A.
Interfaces: 4.3.3-op; 4.2.3-op; 4.2.9-op; 4.3.2-op; 4.2.7-op
81. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner who has

- instructed a student during the latter half of the candidate's training, or recommended the applicant shall not evaluate that person except as approved by the POI on an individual basis.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(1)
Interfaces: 4.2.3–op; 4.2.7–op; 4.3.2–op; 4.3.3–op; 4.2.9–op
82. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct FAA knowledge tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.3.3–op
83. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct special medical evaluations.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.3–op; 4.2.3–op; 4.2.7–op; 4.2.9–op; 4.3.2–op
84. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct tests for waivers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.3.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op
85. Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct a competency test under USC 44709.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
Interfaces: 4.2.3–op; 4.3.2–op; 4.2.7–op; 4.2.9–op; 4.3.3–op
86. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be designated to conduct certification within an air carrier's specifically approved Aircrew Designation Examiner program.
Sources: 8400.10 Volume 5, Chapter 5, Section 1. 353., A.
Interfaces: 4.3.2–op; 4.2.9–op; 4.3.3–op
87. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be employed by the operator either full–time, part–time, or under contract to the operator.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.2.3–op; 4.3.3–op
88. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess the appropriate airman certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.3–op; 4.3.3–op; 4.3.2–op; 4.2.9–op; 4.2.7–op
89. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be an FAA certificated flight engineer.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.2.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op
90. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess the appropriate class rating.

- Sources:* 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.2.7–op; 4.2.3–op; 4.2.9–op; 4.3.2–op
91. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be an FAA–approved approved check flight engineer in the type aircraft the examiner is to perform examiner duties.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.3–op; 4.3.2–op; 4.2.7–op; 4.2.9–op; 4.3.3–op
92. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate should have served as a check flight engineer for a minimum of 1 year.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.7–op; 4.3.2–op; 4.2.3–op
93. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess above average knowledge, ability, and experience.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.3–op; 4.2.9–op; 4.3.3–op
94. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must have a good record of compliance with 14 CFR.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.3–op; 4.2.7–op; 4.3.2–op
95. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on knowledge requirements for the original issuance of flight engineer certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.3.3–op
96. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on ability requirements for the original issuance of flight engineer certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.3.2–op; 4.2.9–op; 4.2.7–op; 4.2.3–op
97. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be employed by the air carrier.
Sources: 8400.10; Volume 5, Chapter 5,; Section 1.; 353., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.3.2–op
98. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on skill requirements for the original issuance of certificates and added ratings.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.3–op; 4.3.3–op; 4.2.9–op; 4.2.7–op; 4.3.2–op
99. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate

- must receive training validated by the APM on the procedures associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.3–op; 4.2.7–op; 4.3.2–op
100. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the methods associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.3.3–op
101. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the techniques associated with administering certification tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.3–op; 4.3.2–op; 4.2.9–op; 4.2.7–op
102. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner responsibilities.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.3–op; 4.3.3–op; 4.2.9–op; 4.3.2–op; 4.2.7–op
103. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner authority.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.3.3–op; 4.2.9–op; 4.2.7–op; 4.2.3–op; 4.3.2–op
104. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner limitations under 14 CFR and FAA Order 8400.10.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
Interfaces: 4.2.7–op; 4.2.9–op; 4.3.2–op; 4.2.3–op; 4.3.3–op
105. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the use of FAA forms associated with the particular examiner function.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 475., A.
Interfaces: 4.3.2–op; 4.2.9–op; 4.2.3–op; 4.2.7–op; 4.3.3–op
106. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the use of job aids associated with the particular examiner function.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 475., A.
Interfaces: 4.3.3–op; 4.2.7–op; 4.3.2–op; 4.2.9–op; 4.2.3–op
107. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on administrative procedures.
Sources: 8400.10; Volume 5, Chapter 6, ; Section 3.; 475., A.

<i>Interfaces:</i> 4.2.7-op; 4.2.9-op; 4.3.2-op; 4.2.3-op; 4.3.3-op	
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SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- 2 Are the following controls built into the Aircrew Designated Examiner (ADE) Program:
 - 2.1 Is there a control in place to ensure that the Certificate Holder has an appropriate number of ADE's? ☐ Yes
☐ No, Explain
 - 2.2 Is there a control in place to ensure that each ADE has performed the appropriate number of certification events within the past 12 months? ☐ Yes
☐ No, Explain
 - 2.3 Is there a control in place to ensure that ADE certification events are conducted in accordance with the Practical Test Standards? ☐ Yes
☐ No, Explain
 - 2.4 Is there a control in place to ensure that ADE's certification events are conducted in accordance with the Certificate Holder's procedures? ☐ Yes
☐ No, Explain
 - 2.5 Is there a control in place to ensure that an ADE does not perform evaluations after the expiration date of their authority? ☐ Yes
☐ No, Explain
 - 2.6 Is there a control in place to ensure that ADE program for the Certificate Holder meets the required standards? ☐ Yes
☐ No, Explain
 - 2.7 Is there a control in place to ensure that the Certificate Holder's ADE's are properly trained? ☐ Yes
☐ No, Explain
 - 2.8 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the ADE Program? ☐ Yes
☐ No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu	
1. No controls specified.	
2. Documentation for the controls do not identify (who, what, when, where, how).	
3. Controls incomplete.	
4. Controls could be circumvented.	
5. Controls could be unenforceable.	
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- 3 Does the Certificate Holder's Aircrew Designated Examiner (ADE) Program include the following process measurements:

3.1 Process measurements that would reveal when the Certificate Holder failed to have an appropriate number of ADEs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder failed to ensure that each ADE has performed the appropriate number of certification events within the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal when the Certificate Holder failed to confirm that ADE certification events were conducted in accordance with the Practical Test Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process Measurement that would reveal when the Certificate Holder failed to confirm that ADE certification events were conducted in accordance with the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal when the Certificate Holder failed to ensure that an ADE does not perform evaluations after the expiration date of his/her authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal when the Certificate Holder failed to ensure that ADE meet the required standard?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Process measurements that would reveal when the Certificate Holder failed to ensure that ADEs are properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.8 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Does the organization that conducts the process measurements have direct access to the person with responsibility for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Aircrew Designated Examiner (ADE) Program that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Aircrew Designated Examiner (ADE) Program? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Aircrew Designated Examiner (ADE) Program.
- 2 Identify the person who has overall authority for the Aircrew Designated Examiner (ADE) Program.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Aircrew Designated Examiner (ADE) Program:
 - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the ADE Program?

☐ Yes
☐ No, Explain Name/Title:
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the ADE Program?

☐ Yes
☐ No, Explain Name/Title:
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the ADE Program?
SRRs: 121.135(b)(2)

☐ Yes
☐ No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the ADE Program?
SRRs: 121.135(a)(1)

☐ Yes
☐ No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

☐ Yes
☐ No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the ADE Program?

☐ Yes
☐ No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the ADE Program?

☐ Yes
☐ No, Explain
 - 5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the ADE Program?

☐ Yes
☐ No, Explain

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.